

**DIRECTOR OF TRAINING**

**DEFINITION** To perform responsible management, technical and administrative work, and to provide highly responsible and technical staff assistance. To plan the performance of all in-service training instruction and evaluations of members of the Fire Department, and to do related work as required.

**DISTINGUISHING CHARACTERISTICS** This is a management level position in the Fire Department that requires incumbents to serve in scheduled on-call status.

**SUPERVISION RECEIVED AND EXERCISED** General direction is provided by the Deputy Fire Chief in Support Services. Responsibilities for supervision shall be to direct the Training Officer and the Training Division clerical staff.

**ESSENTIAL DUTIES** Depending upon assignment, duties may include, but are not limited to, the following:

1. Schedule training activity and select appropriate materials.
2. Prepare or direct the administration of probationary firefighter examinations.
3. Coordinate examinations for members of the department who need to be certified.
4. Coordinate entry level physical agility test for the department as needed.
5. Prepare necessary instruction aids, training manuals, and department bulletins; maintain necessary training progress records for all members of the department.
6. Assist in the development and implementation of department and division goals, objectives, policies and priorities.
7. Assume responsibility for additional administrative duties; objective based planning.
8. Develop, maintain, and coordinate a comprehensive fire and emergency operations training program.
9. Identify training needs, and recommend how needs can be met.
10. Assist and participate in the preparation and administration of the department budget.

11. Perform research and make recommendations regarding capital purchase and facility improvements.
12. Prepare and maintain a variety of records and reports.
13. Represent the City in the community and at professional meetings as required.
14. Coordinate Fire Department activities with other City departments and divisions, and with outside agencies.
15. Provide administrative support to Deputy Fire Chief or Fire Chief in the areas of disaster preparedness, training, program development, budgeting, hazardous material management, and disaster preparedness education.
16. Serve as Fairview contract representative for City of Hayward.
17. Respond to emergencies and work as part of the Command Staff in the Incident Command System.

## **QUALIFICATIONS**

### **Knowledge of**

- A. Principles and practices of organization, administration, budget and personnel management and training.
- B. Modern firefighting and incident command system operations, rescue principles, practices, techniques, and procedures.
- C. Mechanical, chemical, and related characteristics of a wide variety of flammable and explosive materials and objects.
- D. Fire prevention and hazardous materials regulation principles, practices and procedures.
- E. Federal, state, and local laws, codes and regulations pertaining to fire suppression, prevention, hazardous materials and personnel training.
- F. Principles, practices and procedures related to disaster preparedness and emergency education.

Ability to

- G. Communicate clearly and concisely, orally and in writing.
- H. Establish and maintain cooperative working relationships with those contacted in each course of work.
- I. Develop and maintain good employee morale, motivation, and employee relations within the department.

**EXPERIENCE AND EDUCATION**

Experience: Four years command experience at a level equivalent to that of Fire Captain in the Hayward Fire Department. Period of time spent in an acting capacity in the rank of Fire Captain may also be applied towards meeting minimum qualifications. However, such credit will be limited to periods of acting time as a Fire Captain which are thirty (30) consecutive calendar days or longer.

Education: Equivalent to completion of twelfth grade supplemented by college level courses in Fire Science, Public or Business Administration or related field such as Engineering, Fire Management or Fire Protection. A Bachelor's Degree in a related field is desirable.

**LICENSE OR CERTIFICATE**

Possession of a valid Class C California Driver's License.

**PROBATIONARY PERIOD:** One Year.

1008CS98

June 1998

AAP Group: 11

FPPC Statue: Designated

FLSA Status: Exempe